

International Energy Forum (IEF)

Senior Analyst, Energy Markets & Data Division

The Energy Markets & Data division of the International Energy Forum (IEF) reports directly to the Secretary General and plays a pivotal role in analyzing and disseminating independent, impactful, and impartial energy information to enhance global dialogue on stable and efficient markets. The division advances the IEF's mission of promoting energy data transparency through coordinating the Joint Organizations Data Initiative (JODI).

The Senior Energy Analyst will lead and develop energy market analysis in support of IEF's leadership team and communications functions and to be disseminated to IEF members, policymakers, and the public. The Senior Energy Analyst will also manage and improve the JODI Database, collaborating closely with JODI partner organizations. The role will assist in IEF's tri-lateral program of work with IEA and OPEC through the preparation of monthly and annual reports comparing short-term and long-term energy forecasts.

The job is located at the IEF Secretariat headquarters in the Diplomatic Quarter in Riyadh, Saudi Arabia.

Specific responsibilities:

- Support the IEF Work Program by conducting research projects, generating reports, and delivering presentations on relevant energy market issues.
- Monitor and analyze energy market data and communicate insights through data visualization and written work products.
- Provide strategic assistance regarding IEF programs and activities.
- Oversee monthly JODI database updates, including summary reports, website maintenance, and social media engagement.
- Maintain relationships with counterparts at JODI partner organizations and other international organizations.
- Oversee monthly comparative analysis reports analyzing short-term oil forecasts from IEA, OPEC, and EIA.
- Develop topics and provide analysis for IEF events, reports, data visualization and other initiatives.
- Prepare talking points and presentation material on a wide array of energy topics for IEF leadership.
- Assist in planning IEF ministerial meetings, events, and activities.

Professional Experience/Qualifications

The successful candidate will be a strategic and analytical thinker with excellent oral and writing communications skills. This individual will have significant experience in the energy sector and in research and analysis.

Additional qualifications will include:

- A minimum of 7+ years of extensive experience in energy research with expertise in one or more specific sectors.
- An advanced degree in economics, international relations, business administration, engineering or related fields is required.
- Proficiency in market analysis, grounded on strong understanding of macro and micro trends affecting energy markets.
- In-depth knowledge of international energy market and economic data sources and methodologies such as JODI, IEA, OPEC, EIA, EUROSTAT, World Bank, IMF, etc.
- Expert proficiency in Microsoft Word, Excel, and PowerPoint.

- Exceptional written and oral communications skills in English.
- Track record of diplomacy and working with and earning the trust and confidence of high-profile organizations, corporate or government leaders.
- Outstanding interpersonal skills, with the ability to represent the organization and persuasively communicate complex concepts to stakeholders.
- A proven track record of delivering high volume and high-quality work with excellent analytical and organizational skills.
- Ability to engage in international travel and work “on the road” during IEF events held around the world.
- Collaborative approach and comfort working in a diverse, international, and multi-cultural professional environment.

Compensation

A competitive compensation package in line with other international diplomatic organisations will be provided to attract outstanding candidates, including salary, health insurance, housing contribution, vacation, relocation reimbursement, dependency, and education benefits. Specific compensation package is based on the individual candidate’s experience and qualifications in accordance with IEF human resource guidelines.

To Apply

Send cover letter and resume to hr@ief.org. Only short-listed candidates will be contacted.

About the IEF

The IEF is the world’s largest international organisation of Energy Ministers from more than 70 countries and includes both producing and consuming nations. It is truly the global home of energy dialogue that promotes energy security, market stability, and energy transitions.

Originally founded 30 years ago as a forum to facilitate dialogue between member producing and consuming countries from OPEC and IEA, the IEF now has more member countries than those two organizations combined and from all regions of the world. Notably, the IEF has several large non-aligned countries including China, Russia, India, South Africa, and Argentina.

The IEF is led by a Secretary General elected by the IEF Executive Board for a four-year term. The IEF maintains a permanent Secretariat of international staff and is headquartered in the Diplomatic Quarter of Riyadh, Saudi Arabia. More information is available on our website ief.org